

Satisfactory Academic Progress

HEC Paris is required by the US Federal Law (34CFR 668.16) to define and enforce standards of Satisfactory Academic Progress for students who want to remain eligible to receive US Financial Student Aid. The guidelines have been established to encourage students to progress and successfully complete the academic program for which aid is received.

The HEC Paris SAP policy applies to all students taking Federal loans (also known as 'Financial Aid' and 'Title IV aid') through HEC Paris and more specifically Direct Unsubsidized, Grad PLUS and Parent PLUS loans. It applies to all Federal loan recipients.

Measuring SAP

SAP is assessed as follows:

GAP is cumulative.

Qualitative standard (grades): Students must achieve minimum standards as required by the academic department and academic standing consistent with graduation requirements.

Quantitative standard (pace): Students must progress through their course at a pace which ensures that they will graduate within the maximum timeframe. The maximum timeframe for completion is 150 % of the standard, published timeframe for a course, e.g. 24 months for a 16-month MBA, 18 months for a 12-month MSc... Students must also be studying at least half-time in order to be eligible for Federal loans.

The pace at which students must progress through program to ensure graduation within maximum timeframe must be checked at each SAP evaluation point. It's calculated by dividing the total number of hours successfully completed by the number of hours attempted. This pace is 100 %. Remedial courses are not required to be included.

Both the qualitative and quantitative SAP standards are reviewed at each evaluation point therefore students who receive US Financial Student Aid will be evaluated at the end of each term.

To receive US Financial Aid the student must meet minimum standards for both the above mentioned components while simultaneously adhering to academic progress rules and French immigration legislation.

Students in receipt of US Financial Aid are entitled to modify their enrolment within the first two weeks of each term and still retain their eligibility for aid provided they do not drop below half-time enrolment.

Academic Standing

Students in receipt of US Financial Aid must achieve a cumulative Grade Point Average (GPA) of 2.5 or more at the end of each term. HEC Paris shows its grades alphabetically from A to F, which equates to a 4-point scale. GPA values for MBA and Grande Ecole grades are as follows:

MBA / Grande Ecole Grade	GPA Values
A	4
B	3.5
C	3
D	2.5
FX	1
F	0

Non-credit Courses and Incompletes, Withdrawals and Repeated Courses

Non-credit courses will not be counted towards assessing full-time status. Students are required to achieve a grade on any deferred or supplementary assessment within six months of completing a class.

Incomplete, withdrawals and repeated courses are not allowed.

Please note that while a student may maintain the eligibility for US Title IV loans, institutional academic progress rules and student visa restrictions may impact upon the ability to continue within the program. Conversely, a student may lose eligibility for US Title IV aid and still meet institution requirements for continued enrolment.

Failure to meet SAP and regaining eligibility

Satisfactory Academic Progress will be assessed on an individual basis at the end of each term to determine eligibility for continued award or disbursement of aid. A student who fails to meet SAP standards will be notified in writing, by email and by letter, of the ineligibility for further

disbursements of US Federal Student loans. Reinstatement of eligibility for these loans is not automatic. A student can regain eligibility only by submitting a successful appeal to be placed on probation or by taking action to get back into compliance with the SAP standards.

Students who fail to achieve the required GPA will be placed on Financial Aid probation for one term of study with the opportunity to increase the GPA to the required academic standing. Students who have been placed on probation and subsequently meet the GPA requirements in the next semester will be placed back into good SAP standing.

Failure of all courses in which a student was enrolled in will result in an immediate suspension of aid. Students who have been placed on probation and do not meet the requirements applicable to degree and level will have their US Title IV Financial Aid eligibility suspended and will be ineligible to receive this aid until achieving the required GPA.

Students who transfer into a new academic program will also transfer with any SAP warning or sanction and will still need to meet the specified criteria in the new program before re-establishing eligibility to receive aid.

Appeals

Although HEC Paris cannot automatically waive the SAP requirement for any student to allow them to begin or continue receiving US financial aid, SAP appeals for verifiable extenuating and unforeseen circumstances are available if you have met the appeal criteria:

- Death of an immediate family member, i.e. parent, caregiver, spouse/partner, sibling, dependent child.
- Extended illness – extended illness is defined as a documented chronic or recurring medical or emotional illness that causes the student to be absent from class at least 1 month or more in 2 consecutive terms.
- Extended illness of a family member that places hardship on the student.
- Mitigating circumstances as determined by the Financial Aid Appeal Committee.

Please note this list is not exhaustive.

All appeals must be received in writing by email at usfunding@hec.fr within ten days of receipt of the Notice of Suspension. You must indicate in writing the reason(s) for failure to meet the SAP requirements and what has changed in their situation that will allow them to make SAP at the next evaluation point. All documentation to support the appeal is required at the time of the appeal submission. The appeal will be considered and a response to the appeal will be provided within five working days.

If this appeal is rejected you may appeal your suspension of aid by writing to the Dean. If you wish to undertake this option you must inform the Financial Aid Office within 10 days of receiving a response.

At that time the Financial Aid Office will forward the documentation for submission to the Dean.

If you appeal against the first appeal decision, you will be informed of the Dean's decision in writing. This decision is final.

For further Information, please contact the Financial Aid Office at usfunding@hec.fr.